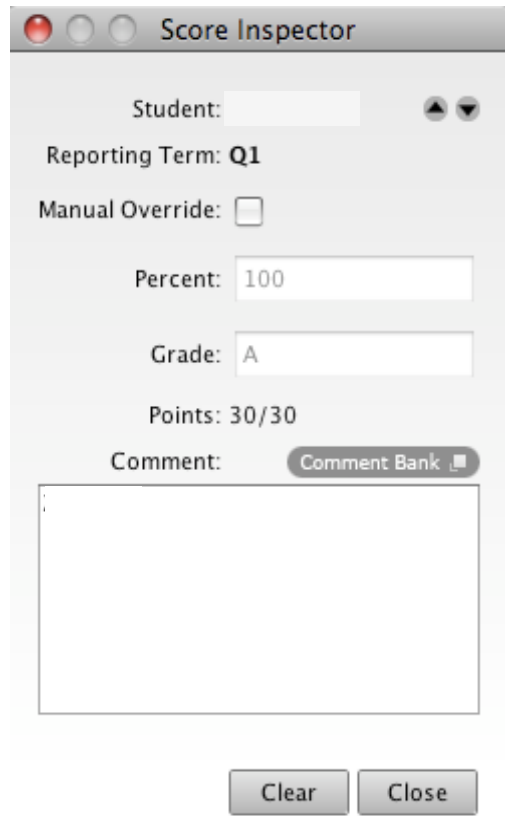


Individual Student Reports

Steps:

1. Enter Comments (Page 1 below)
2. Print Reports (Page 2)

Entering Comments to your reports

The image shows a software window titled "Score Inspector". It contains several input fields and controls: a "Student:" field with a dropdown arrow, a "Reporting Term:" field set to "Q1", a "Manual Override:" checkbox, a "Percent:" field set to "100", a "Grade:" field set to "A", and a "Points:" field set to "30/30". Below these is a "Comment:" label next to a "Comment Bank" button. A large text area for entering comments is positioned below the "Comment Bank" button. At the bottom of the window are "Clear" and "Close" buttons.

- Double click on the quarter grade for the student you want to add a comment. The Score Inspector window appears.
- You can move from student to student without leaving the Score Inspector by clicking on the arrows to the right of the student's name.

To Enter Comments:

- There is a Comment box down at the bottom.
- Type in your comment that you want to appear on the Report.
- You can also click on the Comment Bank window and select the school comments you wish to use.
- **Please note that for Report cards you will need to Clear any comments that you create for an Individual Student Report.**

Printing Individual Student Reports

Name: Description:

Attendance Grid ☐ Student and date grid template for taking attend...

Category Total Report ☐ Summary of category totals by section or by stu...

Final Grade and Comment ... ☐ Final grades and comments by reporting term

Individual Student Report ☒ Summary of class activity per student

Missing Assignment Report ☐ Listing of assignments that have not been scored

Individual Student Report

Criteria Layout

Name: Individual Student Report

Description: Summary of class activity per student

Output Type: ☒ PDF ☐ HTML ☐ Export (CSV)

Sections: ☐ Selected Class ☒ Active Classes Order By: Student

Students: ☒ Enrolled Students ☐ Selected Groups and/or Students

Student Field: ☒ Student Name ☐ Student Number Sort By: Number

Abbreviate: ☒ Assignments ☒ Categories

Include: ☒ Final Grades ☒ Assignments ☒ Comments ☒ Categories

Date Range: Manual This term only

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Run Report

- Click on the Reports Icon
- Select Individual Student Report
- On the bottom the Individual Student Report window appears. The only thing you need to change is as follows:
 - **Sections:** select Active Classes and select Student from the pop-up menu
 - **Abbreviation:** I recommend you abbreviate the Assignments and Categories
 - **Include:** select the items you want included on the report
 - **Date Range:** Select the Quarter you want the grades and assignments to print for
 - Click on the Layout tab in the Individual Student Report window and you can add a few items to your report such as changing the title of the report on the printout, adding a generic note at the top and bottom of the report.
 - Click on Run Report > this will create a pdf file and each page has an individual student report for each student in the current class.

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 12 100% Find

Individual Student Report

Class: Advisory 1011 Teacher Name: Elizabeth Hampton

Final Grade	Reporting Term	Letter Grade	Percentage	Final Grade Comment
Q1				

- In the Find Box, type the last name of the student you are looking for and press return
- Now you will see the Page Number for this student
- Print and select the Page # you want to print